

# **On-Line Safety Training through *the Learning Board***

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## On-Line Safety Training through *the Learning Board*

### OVERVIEW

Safety training is now available at your own computer through the SC Budget & Control Board Human Resource's learning management system (LMS) called *the Learning Board*. This means all computer-based safety training required by the General Services Division that is available on the web is now launched from within *the Learning Board*.

Advantages of *the Learning Board* (LMS):

- You (and your supervisor) can view your own training record
  - Your **Registered** tab shows the training you currently need to take because:
    - You have not yet taken a required safety course
    - You have taken the course but it is a recurring safety course and it is about to expire or it has expired
    - You requested to attend a class and your supervisor has approved it
- NOTE: The Safety Office will register you for and notify you (directly and/or through your supervisor) of scheduled initial and recurring safety courses
- On-Line Course status (In Progress, Completed, Next Due) is updated immediately and tracked automatically
  - Your **Completed** and **Transcript** tabs shows what courses you have already taken, your test scores and the date(s) you took each course
  - Your **All Available** tab shows what optional, professional development and career progression courses are available and allows you to request to attend desired class dates, times and locations
  - If you have E-Mail, you will receive notices of whether or not your registration requests were approved by your supervisor and reminders of upcoming expirations and scheduled classes
    - If you do not have E-Mail, these notices should come from your supervisor
  - As a supervisor, you can see who in your team:
    - Has not yet taken required training
    - Is coming due training in the next 60 days
    - Has gone past due (expired)
    - Has requested to attend a course then either approve or deny the request

### NEEDED EQUIPMENT & REQUIREMENTS:

- A multimedia computer with **Internet Explorer**

Note: Netscape, an internet browser, is not compatible with the safety courseware. Information Systems can assist with hardware and installation needs.

- You must be an employee of the Budget & Control Board
  - Currently, only employees of the General Services Division have access to on-line safety courses
    - Exception: Contract Custodial employees do not have on-line safety course requirements

## On-Line Safety Training through the Learning Board

**WHERE TO GO** for Safety Training:

**LOG-IN** to the Learning Board:



1. Click on the GS Safety Training shortcut icon on your desktop (or click on this URL - <http://bcb.xtention.net/lms/BCB/default.aspx>) to take you to the **User Login** page for the Learning Board:

A screenshot of the 'Budget and Control Board The Learning Board' login page. The page has a header with a building image and the title. Below the header is a navigation bar with three sections: 'Navigation', 'Account Login', and 'Welcome'. The 'Account Login' section contains a 'Username:' field with a yellow background, a 'Password:' field, and a 'sign-in' button. The 'Welcome' section contains a welcome message and contact information for Board HR at 737-0500.

2. **USERNAME:** Enter your E-Mail address as your **Username**.  
See your Supervisor or call the Safety Office, 737-2315:
  - o Employees Not Having E-Mail will use a “Fake” E-Mail.
  - o If your User Name/E-Mail Address does not work

A screenshot of the 'Budget and Control Board The Learning Board' login page, similar to the one above. A yellow arrow points to the 'Username:' field, which contains the text 'CFake@gs3.gov'. The 'Password:' field is filled with dots. The 'sign-in' and 'forgot password?' buttons are visible below the password field. The 'Welcome' section is partially visible on the right.

## On-Line Safety Training through *the Learning Board*

3. **PASSWORD:** The default **Password** is **Welcome** (case sensitive)

Sunday, September 07, 2008

# Budget and Control Board

## The Learning Board

**Navigation**

- Registration Request
- Discussions
- Calendar
- Instructors
- Offering Search (Student)
- Manager Dashboard
- Employee Dashboard
- Personal
- People

**Account Login**

Username:

Password:

[sign-in](#)

[forgot password?](#)

**Welcome**

Welcome to The Learning Board, the SC Budget on-line training. If you have questions or experie

Welcome  
(= Case Sensitive)

NOTE: View the LMS Tutorial on how to change your Password

4. Select “**sign-in.**”
5. **REGISTERED TRAINING:** Upon sign-in the following screen will appear showing what training you are currently registered to take.

Sunday, September 07, 2008

Welcome JAMES DOOLEY | BCE | About | Logout

# Budget and Control Board

## The Learning Board

**Navigation**

- LMS**
- Registration Request
- Discussions
- Calendar
- Instructors
- Offering Search (Student)
- Manager Dashboard
- Employee Dashboard
- Personal
- People

**Registered Training**

Display: 1-10 of 10

Title	Start Date	End Date	Time Zone	Subject	Pretest	Type	Posttest	Complete	Withdraw
Confined Spaces - PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Fall Protection PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Fire EAP - PH II	8/18/2008 8:00:00 PM	8/18/2008 8:15:00 PM	GMT - 5 (EST)	Safety				Complete	Withdraw
LMS Tutorial	8/7/2008	8/7/2017	GMT - 5 (EST)	Default Subject		Launch		Complete	Withdraw
Lockout/Tagout PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Not Currently Available									

Registered Tab

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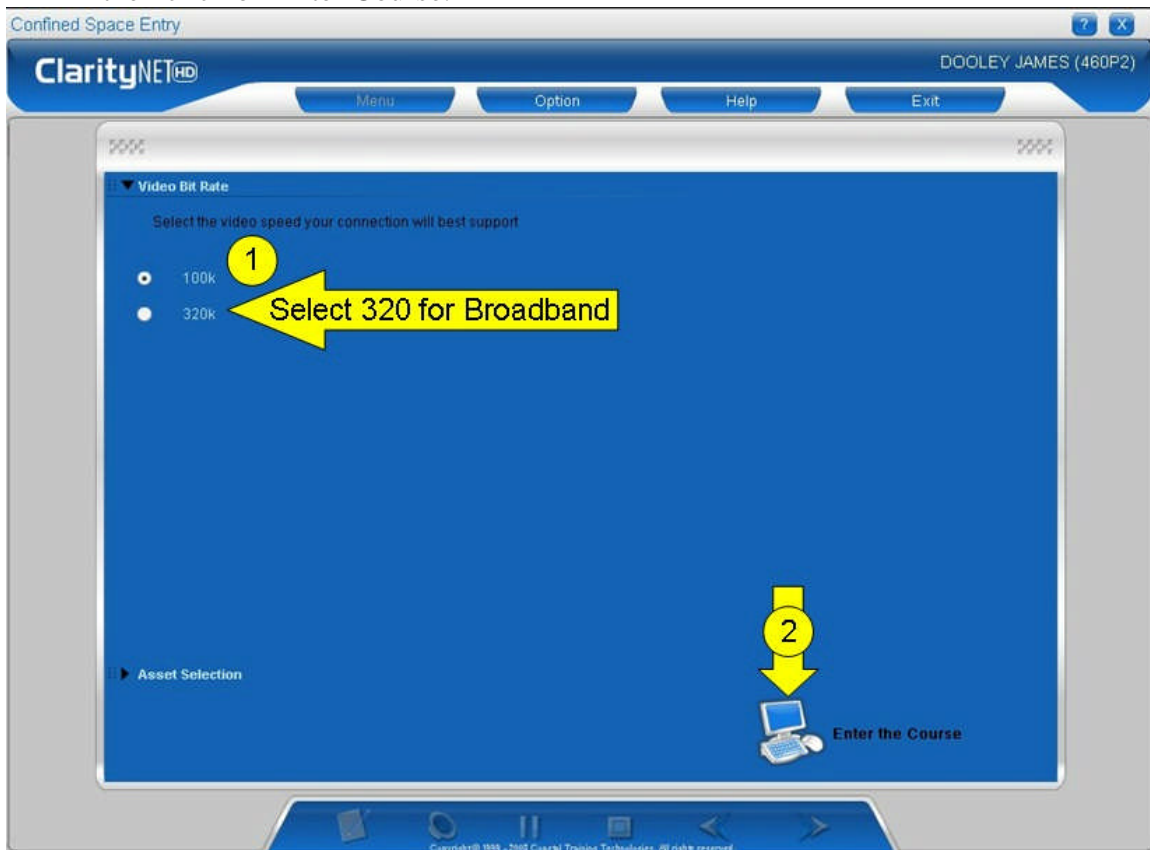
## On-Line Safety Training through the Learning Board

### HOW TO LAUNCH AN ON-LINE COURSE:

1. On-line safety courses have “(CBT)” in their Title. Go to the right of the course Title to the Type column and click on “Launch.”

Budget and Control Board The Learning Board									
Course Catalog									
Registered Required Completed All Available Transcript Certificates Survey									
Display: <input type="text"/> Sort									
Title	Time Zone	Subject	Pretest	Type	Launch	Complete	Withdraw	Withdraw	Withdraw
Confined Spaces - PT I (CBT)	MT - 5 (EST)	Safety		Launch					
Fire EAP - Pt II	GMT - 5 (EST)	Safety		Launch					
LMS Tutorial	GMT - 5 (EST)	Default Subject		Launch					
Lockout/Tagout PT I (CBT)	GMT - 5 (EST)	Safety		Launch					

2. It may take a few moments to initially connect to the safety courseware. You should first see a Video Bit Rate selection page.
  - You may leave it on the default 100 K/sec (recommended for telephone modem)
  - or select 320 K/sec (for broadband) ...
  - then click on Enter Course.



## On-Line Safety Training through the Learning Board

### 3. INSTRUCTION – Modules & Sub-Modules:

Start taking instruction by clicking on the first sub-module under the first module (top of page). Proceed in order down the Menu through each of the sub-modules.

- As you finish each sub-module, its status will change from “Not Started” to “Completed.”
- Should you start a sub-module but not finish it, its status will be “In Progress.”

The screenshot shows the ClarityNET HD interface for 'Confined Space Entry' training. The interface includes a top navigation bar with 'Menu', 'Option', 'Help', and 'Exit' buttons. The main content area lists seven modules, each with a list of sub-modules and their completion status. The status is indicated by a colored box: 'Completed' (blue), 'In Progress' (yellow), and 'Not Started' (white). The 'Back Page' and 'Next Page' buttons are at the bottom.

Module	Sub-Module	Duration	Status
Module 1	Confined Space Entry		
	Introduction to Confined Space Entry	00:02	Completed
Module 2	Permit Spaces		
	Confined Spaces/Permit Required Confined Spaces	00:02	Completed
	Hazard Identification	00:00	In Progress
	Self-Check	00:01	Not Started
Module 3	Permit Space Program		
	Permit-Required Confined Space Program	00:00	Not Started
	Entry Permit System	00:00	Not Started
	Self-Check	00:01	Not Started
Module 4	Hazard Control		
	General Methods	00:00	Not Started
	Atmospheric Testing	00:00	Not Started
	Ventilation	00:00	Not Started
	Self-Check	00:00	Not Started
Module 5	Safety Equipment		
	Personal Protective Equipment	00:00	Not Started
	Communication and Rescue Equipment	00:00	Not Started
	Self-Check	00:00	Not Started
Module 6	Entry Team Duties		
	Entry Supervisor	00:00	Not Started
	Attendant	00:00	Not Started
	Entrant	00:00	Not Started
	Self-Check	00:00	Not Started
Module 7	Comprehensive Test		
	Begin Test	00:01	Not Started

**TROUBLE – Pop-Up Blocker:** If you try running the course and get a Pop-Up notification message, or the computer appears to lock up, your Pop-Up Blocker may be on. You can override it.

- Go to “Tools” on browser bar
- Select “Pop-Up Blocker”
- Select “Pop-Up Blocker Settings”
- Type in or Copy-Paste the Learning Board web site address then OK

**CAUTION:** Turn Off Pop-Blocker for **ONLY** the Learning Board. Recommend keeping the Pop-Up Blocker On for other web sites versus turning it Off for all sites.

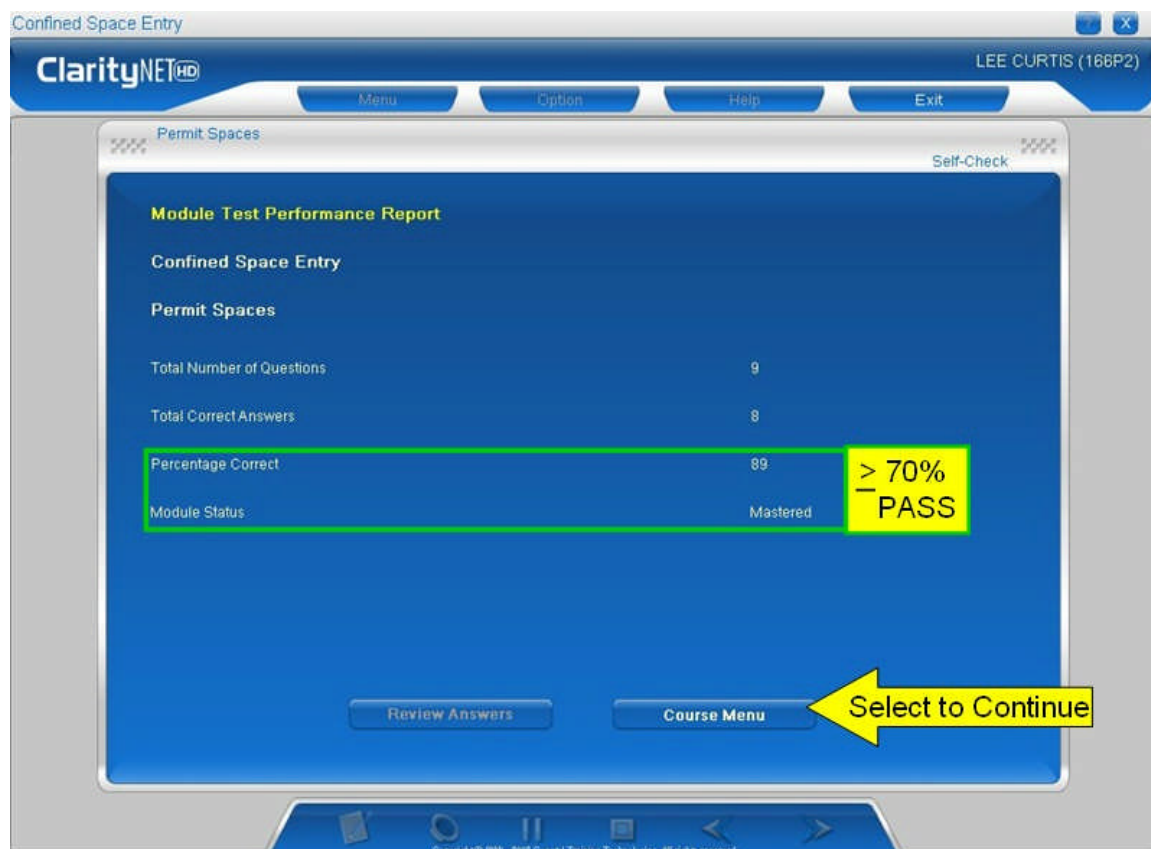


## On-Line Safety Training through *the Learning Board*

### PASSING MODULE SELF-CHECKS:

Upon completing each module Self-Check (including the Comprehensive Test), you can see your test results immediately. **Passing Score is 70% or better** for all Self-Checks (and the Comprehensive Test).

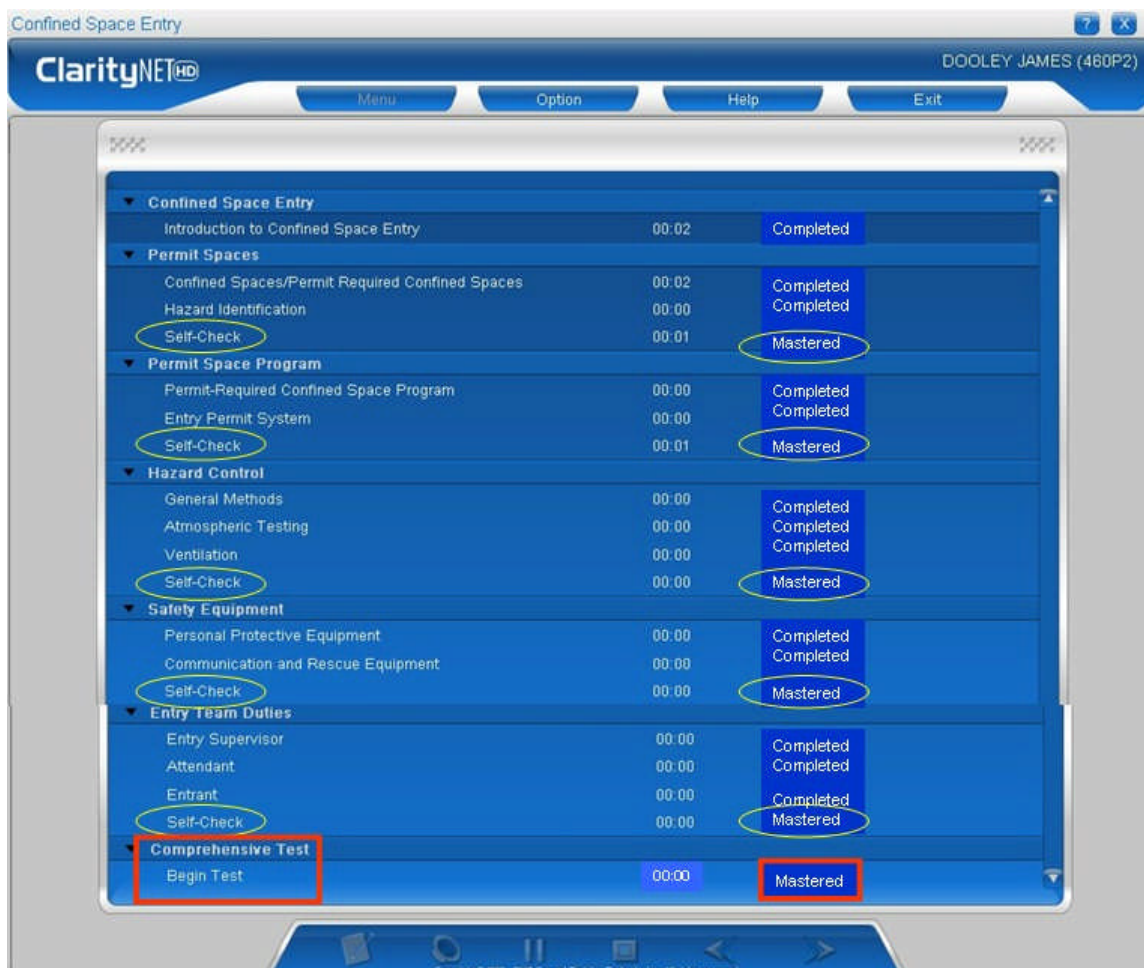
Example 1 – Pass Test: Lee Curtis got 8 out of 9 questions for 89% correct. This is more than 70% so he passed or “Mastered” this module, which will also be noted on the Menu.



## On-Line Safety Training through *the Learning Board*

### PASSING THE COURSE:

If all Self-Checks are passed, you automatically pass the course without having to take the Comprehensive Test.



The alternative is to take and pass the Comprehensive Test.

### REFRESHER TRAINING:

You may review any (all, specific sub-modules or none) of the instruction prior to taking the Comprehensive Test. In other words, for refresher training, you may sign on, go to and take the Comprehensive Test and, if you pass (70% or more) you have successfully completed that course until it is due next time.



## On-Line Safety Training through *the Learning Board*

**NOT PASS**: Example 2 – Lee Curtis got 2 out of 3 (67%) of questions correct. Since this was less than 70%, he did not pass this Module.

The screenshot displays the ClarityNET HD software interface. At the top, the title bar reads 'Confined Space Entry' and the user name 'LEE CURTIS (186P2)' is shown. Below the title bar is a navigation menu with buttons for 'Menu', 'Option', 'Help', and 'Exit'. The main content area is titled 'Permit Space Program' and 'Self-Check'. It displays a 'Module Test Performance Report' for 'Confined Space Entry' and 'Permit Space Program'. The report shows the following data:

Module Test Performance Report	
Confined Space Entry	
Permit Space Program	
Total Number of Questions	3
Total Correct Answers	2
Percentage Correct	67
Module Status	In Progress

A yellow box highlights the 'Percentage Correct' and 'Module Status' rows, with a red border around the data. To the right of the 'Percentage Correct' row, a yellow box contains the text '< 70% RETAKE'. At the bottom of the report area, there are two buttons: 'Review Answers' and 'Course Menu'. A yellow arrow points to the 'Course Menu' button with the text 'Select to Continue'. The bottom of the interface shows a copyright notice: 'Copyright© 1999 - 2005 Coastal Training Technologies. All rights reserved.'

## On-Line Safety Training through the Learning Board

**REVIEW:** Employees not passing a Self-Check should review the indicated sub-module(s), which are changed from a Completed status to an In-Progress status. The employee then can re-take the Self-Check. Once that Self-Check is passed, continue with the remainder of the course.



If you did not pass one or more Module Self-Checks, you have the option to take and pass the Course Self-Check/Comprehensive Test. If you do not pass the Comprehensive Test, review is recommended prior to retaking the test.

### NOTE:

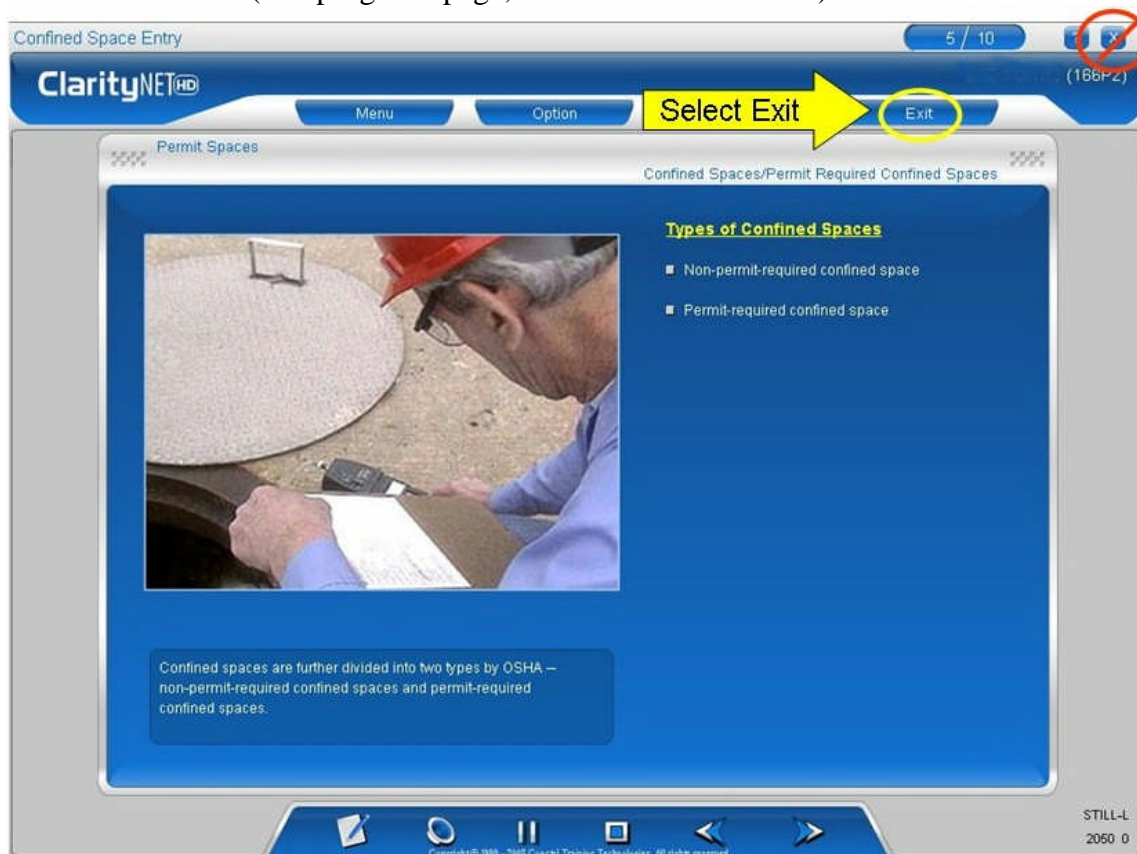
- It is to your advantage to concentrate on passing each Module Self-Check which includes only test questions from that module.
- The Course Self-Check/ Comprehensive Test contains questions from the entire course.

Please seek assistance from Safety (Holly Bockow, 737-2311, or Bernie Lee, 737-2315, or your supervisor should you have questions or trouble passing a course.

## On-Line Safety Training through the Learning Board

**EXIT MID-COURSE** – If you have to leave the course before successfully completing it:

- Select Exit (at top right of page; do not click on the “X”)



- A new window will appear. Select [Close](#) the window.

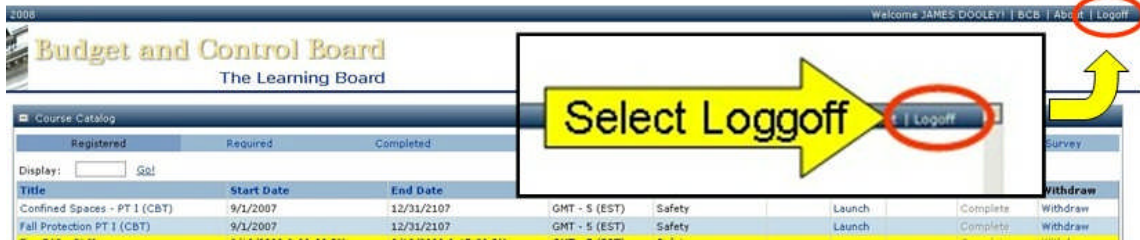
Click here to [LAUNCH](#) the course

Click here to [CLOSE](#) the window

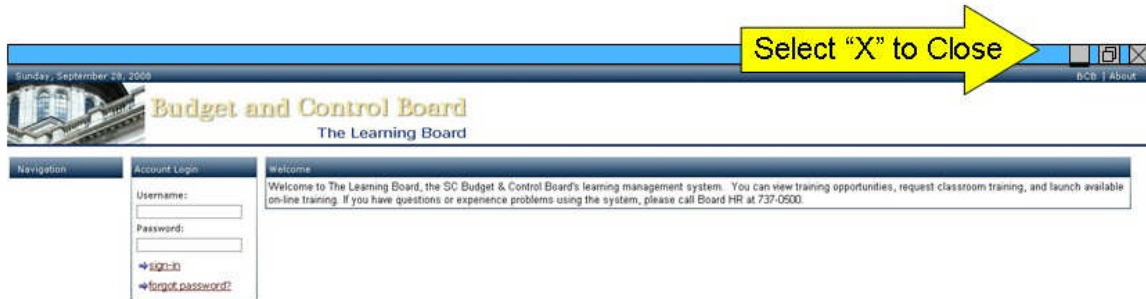
- If you selected Exit by mistake, selecting [Launch](#) will return you to the same course
- You will be returned to your Registered Tab.
  - The selected course will remain on your Registered Tab until successfully passing it.
  - Upon passing a course, it will be removed from your Registered Tab and will appear on your Completed and Transcripts tabs showing your score and date of completion.

## On-Line Safety Training through *the Learning Board*

- Select Logout (which returns you to the log in page for *the Learning Board*)



- Close the log in page for *the Learning Board* (click on the “X” at upper right corner of the page)



### **TROUBLE - TIMEOUT**

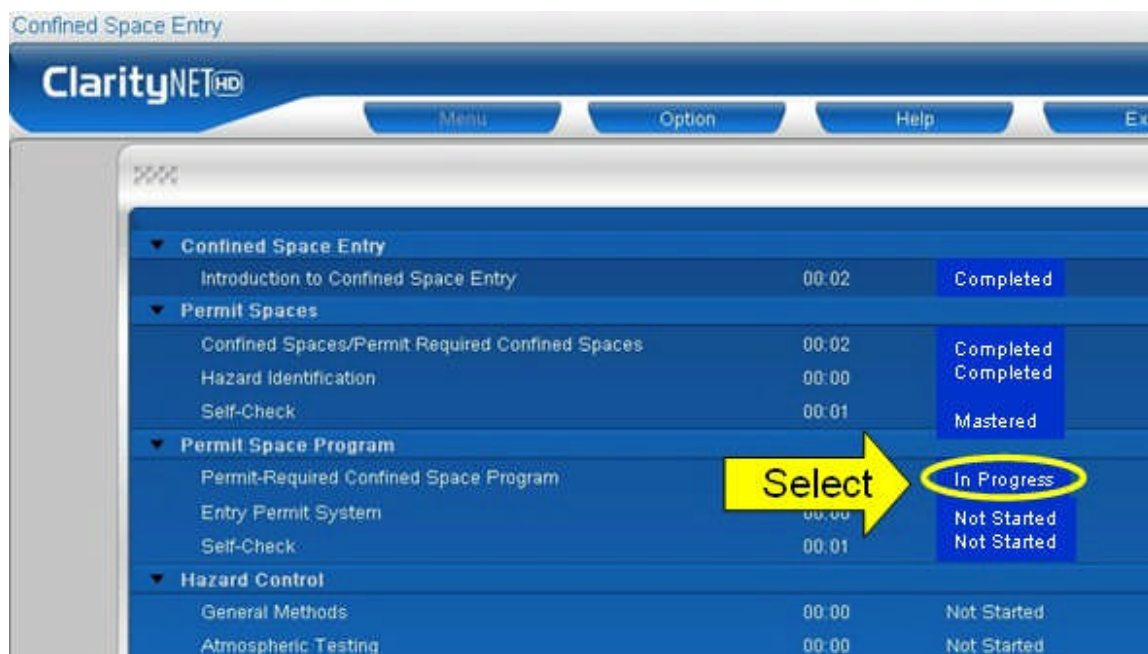
You can take a short break of up to 5 minutes to answer your cell phone, go to the rest room, etc. However, if you take no action and let the computer sit idle too long (more than 5 minutes), you will have to Log In again and re-select your course to continue. To make sure, always Logoff when leaving for the day.

Questions or Problems – Call Bernie Lee, Safety, 737-2315  
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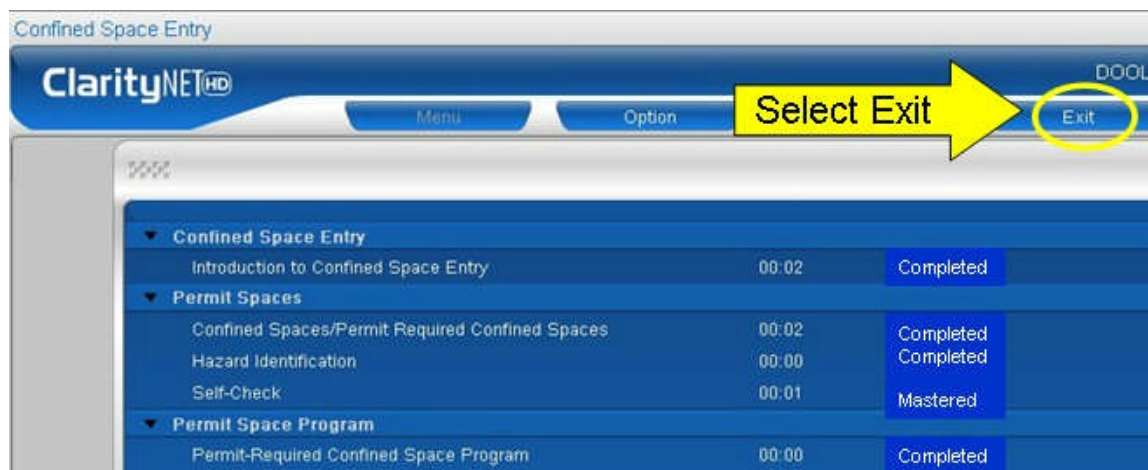
## On-Line Safety Training through *the Learning Board*

However, if you select Course Menu, you should start where you stopped indicated by “In Progress.”

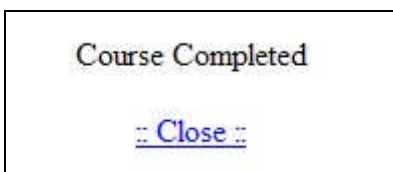


**COURSE COMPLETION** – Upon successfully completing a course:

- Select Exit (at top right of page; do not click on the “X”)



- A Course Completed window will appear. Select **::Close::**



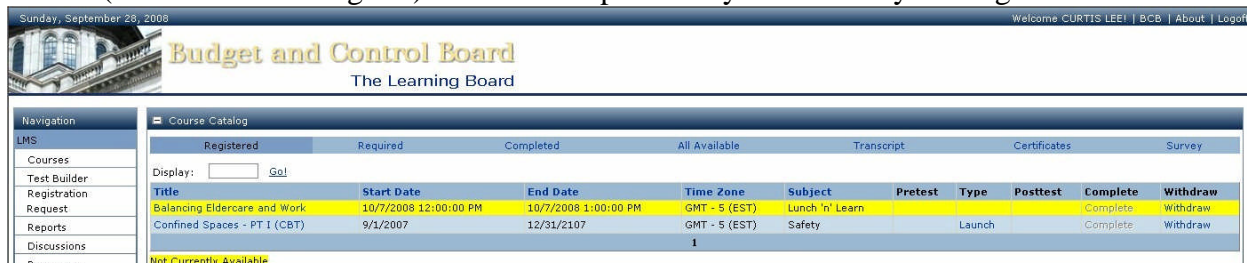


## On-Line Safety Training through *the Learning Board*

- You will be returned to your Registered Tab. The selected course will be removed from your Registered Tab and your passing score and date of completion will be documented under the Completed and Transcript tabs.

Example:

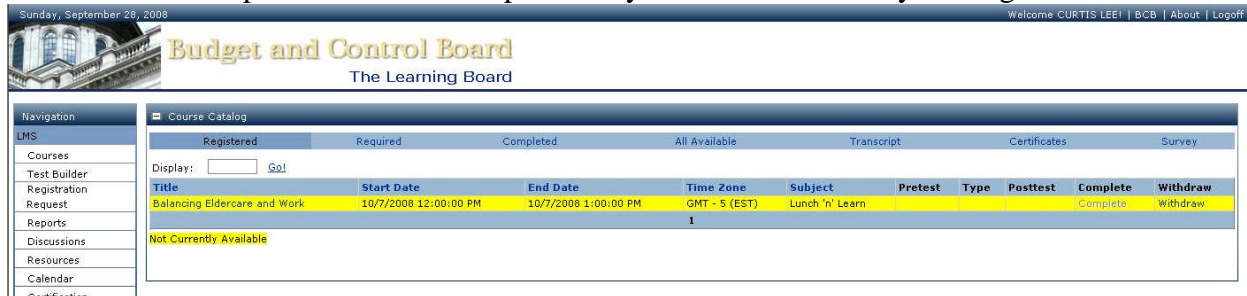
Before (Not Started/In Progress) – Confined Space Entry is listed on your Registered Tab



Screenshot of the Budget and Control Board website. The top navigation bar includes 'Sunday, September 28, 2008', 'Welcome CURTIS LEE!', 'BCB', 'About', and 'Logoff'. The main header reads 'Budget and Control Board The Learning Board'. On the left is a 'Navigation' menu with links: LMS, Courses, Test Builder, Registration, Request, Reports, Discussions, and Resources. The 'Course Catalog' is displayed with tabs: Registered, Required, Completed, All Available, Transcript, Certificates, and Survey. The 'Registered' tab is active, showing a table of courses. The first course is 'Balancing Eldercare and Work' with start date 10/7/2008 and end date 10/7/2008. The second course is 'Confined Spaces - PT I (CBT)' with start date 9/1/2007 and end date 12/31/2017. The table has columns: Title, Start Date, End Date, Time Zone, Subject, Pretest, Type, Posttest, Complete, and Withdraw. The 'Complete' column for 'Confined Spaces' shows 'Complete' and the 'Withdraw' column shows 'Withdraw'. Below the table, it says 'Not Currently Available'.

Title	Start Date	End Date	Time Zone	Subject	Pretest	Type	Posttest	Complete	Withdraw
Balancing Eldercare and Work	10/7/2008 12:00:00 PM	10/7/2008 1:00:00 PM	GMT - 5 (EST)	Lunch 'n' Learn				Complete	Withdraw
Confined Spaces - PT I (CBT)	9/1/2007	12/31/2017	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw

After Course Completion – Confined Space Entry was removed from your Registered Tab



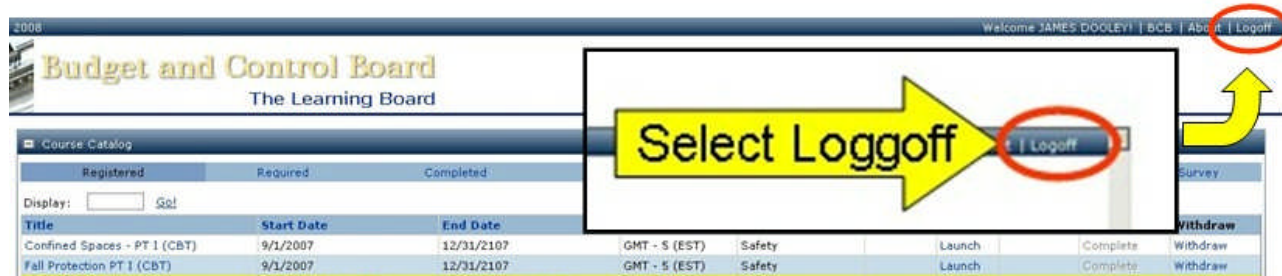
Screenshot of the Budget and Control Board website after course completion. The layout is identical to the previous screenshot, but the 'Confined Spaces - PT I (CBT)' course has been removed from the 'Registered' tab. The table now only shows the 'Balancing Eldercare and Work' course. The 'Complete' column for this course shows 'Complete' and the 'Withdraw' column shows 'Withdraw'. Below the table, it says 'Not Currently Available'.

Title	Start Date	End Date	Time Zone	Subject	Pretest	Type	Posttest	Complete	Withdraw
Balancing Eldercare and Work	10/7/2008 12:00:00 PM	10/7/2008 1:00:00 PM	GMT - 5 (EST)	Lunch 'n' Learn				Complete	Withdraw

- You may now either:
  - Launch another on-line course from your Registered tab or ...

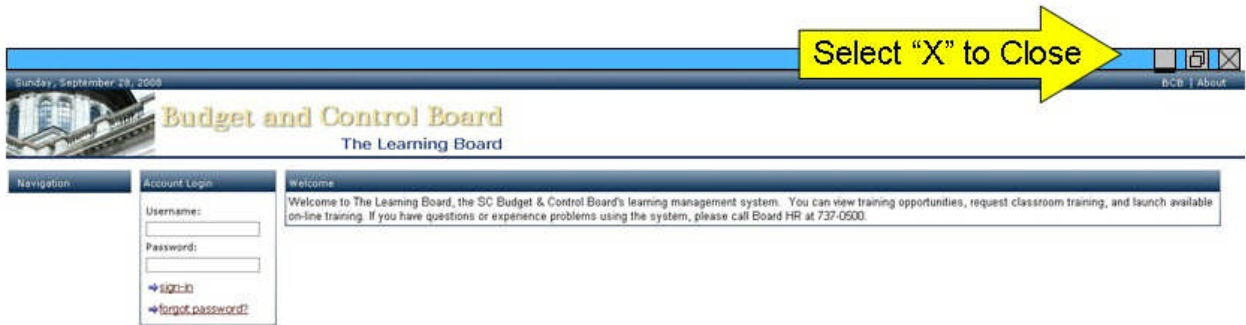
### LOGOFF

- Select Logoff (which returns you to the log in page for *the Learning Board*) ...



## On-Line Safety Training through *the Learning Board*

Then close the login page for *the Learning Board* (click on the “X” at upper right corner of the page)



NOTE: To learn more about *the Learning Board*, see [How to Use the Learning Board](#) in a separate instruction also found on Safety's webpage.